

CUNY SCHOOL OF LAW

**EVENTS TOOLKIT:  
STAFF, FACULTY,  
PARTNERS  
& EXTERNAL ENTITIES**

2024

This guide supports departments, programs, initiatives, and individual faculty and staff members with the tools to create successful events. While not exhaustive, it outlines key procedures and policies to streamline your event planning process. Use this toolkit to navigate event planning and ensure your initiatives align with Law School standards.

**If you have questions, please contact the Events Department by emailing [events@law.cuny.edu](mailto:events@law.cuny.edu)**

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## EVENTS AT CUNY SCHOOL OF LAW

CUNY School of Law is proud to host a wide array of events that enrich our academic community and further our mission of training outstanding public interest lawyers while diversifying the legal profession. From symposia and know-your-rights training to panels with elected officials and public figures, our events serve as vital points of connection within our community.

### Event Types and Space Availability

Priority for the use of campus spaces is given to academic and administrative departments of the Law School. All requests are evaluated based on space availability, resource requirements, associated building or facility needs (e.g., HVAC, staffing, public safety management), and any insurance requirements for external hosts and vendors. We are committed to ensuring equitable access to all events hosted at CUNY School of Law, which includes providing reasonable accommodation for individuals with disabilities and ensuring our spaces are accessible to attendees.

#### We host various event types, including:

- Academic symposia and conferences
- Public interest law workshops
- Panels with elected officials and public figures
- Special celebrations and ceremonies
- Community outreach programs
- Faculty, staff & department meetings/workshops
- TV and other film productions

## PLANNING & SCHEDULING

#### Key Considerations for Event Scheduling

- All events require a designated Event Host who, along with organizers, must be present throughout the event and is responsible for overseeing set up and break down.
- Partnerships with external organizations may incur additional costs for labor and building services.
- Events outside regular business hours (e.g., weekends, late nights) may be subject to extra fees.
- Room capacity is set by building Occupancy Codes and the on-duty Fire Safety Director's assessment.

**Please be prepared to provide the following information as we plan and support your event:**

- **Event Host details:** Full contact information for primary host and any co-hosts or partners
- **Event description:** Both brief and detailed versions, including alternative dates and times
- **Audience:** Invited groups and estimated attendance
- **Refreshments:** Details on catering, alcohol licensing, and associated costs/logistics
- **Venue requirements:** Specify requested space type (e.g., conference room, lecture hall, classroom)
- **External attendees:** public figures, officials, or notable guests participating
- **Media plans:** Outline any [press release](#), [recording](#), [photography](#), or [promotional requests](#) and [secure media releases](#) for guests and panelists
- **RSVP method:** Describe registration process, including any ticketing or attendance fees

## Event Planning Timeline

At CUNY Law, events fall into two categories: **Special Events** and **General Events**. Understanding which category your event falls under is crucial for proper planning and approval.

### General Events

General Events are smaller, internal gatherings for the CUNY Law community. Events qualify as "general" if they meet **all the following criteria:**

- Anticipate fewer than 50 attendees
- Limited to only CUNY Law community (students, faculty, staff)
- Do not require alcohol permits
- Do not involve external participants or public access
- No purchases beyond food

Timeline: Submit all General Event requests at least 10 business days in advance

### Special Events

Special Events are larger-scale or more complex gatherings that require additional planning and resources with any one or more of the following characteristics:

- Anticipate 50 or more attendees
- Use larger spaces (e.g., Community Room, auditorium)
- Open to the general public
- Involve any form of payment or gifting
- Require a NYC Temporary Beer/Wine Permit

- Include non-CUNY Law speakers, facilitators, or vendors

Timeline: Submit requests a minimum of 20 business days in advance

## Guest Management and Building Access

Special Events require careful planning. Submit a list of RSVPs to the Events Department and Public Safety 5 business days before your event. This list should include all organizers, speakers, and attendees.

### External Guests

An **external guest** is anyone not currently a CUNY Law student, faculty, or staff member. CUNY Law alumni and individuals from other CUNY campuses are external guests.

All external guests must present either a current government-issued photo ID or a current CUNY-issued photo ID for building entry. The Event Host or delegates must be on hand in the lobby to escort guests, especially invited speakers, to the event location.

### Capacity Compliance

It is the Event Host and organizers' responsibility to strictly adhere to room capacity limits set by fire code. Exceeding these limits may result in immediate event cancellation by the Fire Safety Director. Organizers and external organizations that violate capacity rules risk losing future facility use privileges.

## Initiating an Event Request

1. [Submit the Event Request Form](#) with comprehensive details (title, descriptions, audience, etc.). *Please note this is an initial request, not a confirmation of booking.*
2. Meet with the appropriate department (Student Activities for students, Events Department for everyone else) to discuss your request.
3. Upon space confirmation, Events will coordinate with other departments as needed, looping in the Event Host and organizers (AV, Communications, Public Safety, Facilities).
4. Provide a final list of needs (furniture, setup, AV, food) at least one week before your event.
5. Refer to the event organizer checklist in this toolkit for additional guidance.

Note: For all events, requests are circulated in a weekly email to relevant departments every Friday.

## EVENT COSTS

## Room Rentals

CUNY Law provides free room rentals for internal events without external partners. However, events co-sponsored with external organizations may incur additional costs (see "Other Costs" below). For such partnerships, we require a signed space agreement.

For those looking to hold events with co-sponsors, co-sponsorships with external organizations or student groups are welcome but must be genuine collaborations where the Event Host maintains primary responsibility to avoid additional costs.

## Other Costs

The hosting/organizing department, office, program, clinic, or faculty member will be responsible for costs incurred by events produced with outside groups. Alternatively, the external partner can pay all or some of these costs. The event organizer must demonstrate the availability of funds before expenses are incurred. For a list of rates contact [events@law.cuny.edu](mailto:events@law.cuny.edu).

- Events that fall outside of normal school business hours or schedule are subject to fees required by the building management company.
- Groups of 50 or more for events that take place in the evenings (past 6PM) or weekends require a Fire Safety Director.
- Depending on the size of the group and catering involved, additional cleaning staff (porters) may be required.
- Overtime HVAC (heating/cooling/lights)

## Events with Beer/Wine

When planning events that include alcohol, please note the following guidelines:

- Only non-tax levy funds can be used to purchase alcohol. If you're unsure what constitutes non-tax levy money, please consult with the Finance Office.
- A New York State Liquor Authority Temporary Beer and Wine Permit is required (\$36 + \$1.08 fee). The Events Office will file the permit application, but the cost must be covered by the organizing department's funds.
- Only beer and wine are permitted; hard liquor and mixed drinks are not allowed.
- A designated group host or member from the Events Office (upon availability) must serve as the "bartender."
- Coordinate with the Events Office at least 30 days in advance. This timeline is non-negotiable due to regulatory requirements.
- The NYS Liquor Authority requires that applications reach their office a minimum of 15 days prior to the event.
- Be aware that additional insurance costs may apply, and event participants may need to sign liability waivers.

## Security

The Events Department will schedule a meeting with Event Hosts and organizers, the Events Department, and Public Safety for all Special Events (events with 50+ projected attendees and/or external guests) to assess additional needs. See the below University policy on external/private security:

*CITY UNIVERSITY OF NEW YORK - PRIVATE SECURITY POLICY:*

*RESOLVED, That it is the policy of The City University of New York that all security and safety services provided on college-owned or leased facilities shall be the responsibility of the college president.*

*College responsibility for security and public safety applies to any building or property owned or controlled by the college and used by the college in direct support of, or related to its educational purposes, and any building or property owned or controlled by student organizations recognized by the college. This includes student union buildings and other entities that bear the name of the college.*

*All security or security related functions at events in college facilities, such as performances, speeches, conferences, meetings, classes, and other special events shall be managed by the college. No private security personnel, such as bodyguards or escorts acting in a security capacity, with the exception of security guards contracted for by the college, shall perform any campus security or security related functions. The use of armed private security guards is prohibited.*

*After consultation with the campus faculty and student constituencies, as well as the appropriate University offices, the colleges are to establish security and safety guidelines for persons or organizations appearing at campus events or using campus facilities consistent with this policy. Contracts for speakers or space rentals should contain conditions whereby events may be canceled or payments or deposits may be forfeited for failure to comply with college security policies and procedures. Additionally, any person or organization violating such an agreement may be denied future access to any CUNY campus or related facility in addition to any other applicable college or lawful sanctions. This policy does not apply to federal, state, county or municipal sworn law enforcement officers or to foreign or international law enforcement personnel who are officially charged with the responsibility of providing security for particular individuals, or who are involved in a law enforcement capacity (e.g. crowd control), in conjunction with the security officers of the college.*

*This general policy clarifies and subsumes security policies contained in the Henderson Rules and the CUNY Manual of General Policy (Groups that do not comply with college or University security shall be denied access to college facilities) and the University Fiscal Handbook (There shall be no frisking or searches, except by sworn law enforcement officers). This policy, which applies to all facilities and events whether fees are paid to speakers or funded through student fees, is not intended to limit or abridge individual access to or attendance at college events.*

*In the event that private security is necessary and requires an exemption to this policy, such exceptions must be approved by the college president and the Chancellor and*



*reported to the Board of Trustees' Committee on Fiscal Affairs, Facilities, and Contract Review at the earliest practicable time.*

## ADVERTISING

Once an event is confirmed, booked, and posted by the Events Department to [the Law School's online Events Calendar](#), the following automatically occur:

### Online Events Calendar

The posting, generated from information in your Event Request Form submission, will provide a live URL with integrated RSVP function which you can share as part of the promotion of your event.

### Electronic Boards

All events posted to the Online Events Calendar automatically appear in the code-generated feed of upcoming events on the electronic boards around the Law School. For institutional or signature events hosted by a department or office, Communications staff may be able to support the posting of a featured, branded digital flyer. Please submit flyers in alignment with [branding guidance](#) with legible, large-format text. Email [amina.lulanaj@law.cuny.edu](mailto:amina.lulanaj@law.cuny.edu) for more information.

*Note: Space for dedicated, full-screen digital flyers is limited and reserved for institutional, departmental, program and initiative-specific announcements and events.*

### Weekly Upcoming Events Emails

Once your event has been published to the [Events Calendar](#), it will automatically appear in the code-generated Upcoming Events email sent on Monday mornings to students, faculty, staff and subscribing alumni and supporters.

### [Social Media](#)

Pending event audience, goals, and timeliness of posting, Communications may be able to promote your event on social media. Pending staff availability and scheduling, you can also request social media coverage of your event. If you are interested, please send an email to [elise.billing@law.cuny.edu](mailto:elise.billing@law.cuny.edu).

### [Photography & Videography](#)

#### [Multimedia Release Forms](#)

CUNY School of Law requires all event participants to [sign a media release form](#) for any recordings or photographs taken, granting permission for their use for promotional, educational, or archival purposes.

## **Photography**

[Event photography can be requested through Communications](#); requests for photography are not guaranteed and are subject to staff availability and resources.

**Requests must be made at least one week in advance to align with staff schedules.** To initiate the request, [complete the online form](#) and indicate the desired specific timeframe and/or shortlist for the photography.

Please note that the staff photographer is not available to attend hours of events on end, particularly after 5 PM or on weekends.

## **Event Recordings**

Event Recordings are arranged by the Events Department, which will work with AV to schedule a recording, subject to their availability. Recordings are then provided to Communications within one week of the event for post-production editing, including closed caption revision, which is a requirement for any video content posted to CUNY Law's online channels.

## **Press & Media**

**Press releases and news media invitations are managed by Communications. To request a press release or organize invitations to external media, [please submit a request form via the Communications hub](#) at the outset of your event planning but at least two weeks before your event.**

External media will be asked to register in advance via email to [communications@law.cuny.edu](mailto:communications@law.cuny.edu), use designated areas for coverage and interviews, and respect any restrictions on recording sensitive discussions or non-consenting participants. Attendees wishing to record events for personal use must obtain permission from event organizers, respect privacy, and refrain from using recordings for commercial purposes without explicit authorization.

**More information about media relations and presence on campus can be found at:** [law.cuny.edu/communications-and-marketing/what-we-do/news-media-relations/](http://law.cuny.edu/communications-and-marketing/what-we-do/news-media-relations/)

## **AV/IT POLICY FOR CUNY SCHOOL OF LAW EVENTS**

We offer livestreaming and recording services for your events, subject to availability and staffing. To ensure we can meet your needs:

- Indicate specific AV needs on your Event Request Form
- Submit and confirm your request at least two weeks in advance
- The Events Department will coordinate with the AV Department on your behalf

Please note:

- Our Zoom webinar account can host up to 1000 participants (available on a first-come, first-served basis)
- All individuals appearing in recordings [must sign media release/consent forms](#), including for Zoom recordings
- *Requests made less than two weeks before the event are not guaranteed and depend on staff availability*

For events outside normal business hours, including those co-sponsored with external partners:

- Additional labor costs for AV/IT services may apply
- Refer to our rate schedule for details

We're here to help make your event a success. If you have any questions about AV services or need assistance with your request, please don't hesitate to contact the Events Department.

## FOOD AND CATERING

**Food & catering requests should be made 10 business days in advance of your event in consultation from the Events Department to review preferred vendors and funding sources.** Approved vendors are provided below.

### Independent Food Purchases

If you wish to purchase the food on your own, you should request a tax-exempt form from the Events Office. As CUNY Law School is a tax-exempt organization, students/faculty/staff will not be reimbursed for taxes they pay on a food order in their reimbursement request.

**Event Organizers should verify that the vendor has not charged tax BEFORE charging to a school PCard.**

**If a vendor doesn't provide delivery, it will be the responsibility of the Event Organizers to pick up their own food.** The school will not cover transportation including taxi, Uber, Lyft or provide a school vehicle.

**If you are using tax levy funding, we have the following limits:**

- \$8 per person for breakfast or snack
- \$15 per person for lunch or dinner
- You must submit a sign in sheet with all guest names for reconciliation

- Events must be at least 2hrs, be mission related, AND have outside guests or presenter

## Approved Food Vendors

Please coordinate with the Events Department, and do not order via their webpage. This list is subject to change.

### Lucky Pizza

Continental Breakfast, Coffee Set-ups, Cookie Platters, Pizza & Salads. Italian food, Burritos etc.

### Café 51 Bakery

Cakes, Lunches w/ good vegetarian options & salads  
\$16.95 box lunches sandwich, salad, cookie & drink

### Raj's Indian Kitchen

[Raj Indian Kitchen](#)

### The Buffs (Thai food)

Menu upon request

### 3 Greeks

[3 Greeks Catering](#)

### City Catering

Platters for cocktail hours. Puerto Rican food specialties.  
Menu upon request

## CHECKLIST FOR EVENT ORGANIZERS

As the Event Organizer, we recommend following guidelines for a successful event.

- **[Complete and submit the Event Request Form.](#)**
- Indicate requests for the following, through the Events Department (if needed):
  - Press, media, photography, or Communications-related items
  - AV/IT Requests
  - Budget for facility costs, catering, speaker fees, transportation, printing, and other items.
- Review event logistics:
  - [Request any promotional items from Communications](#) (press release, invites, posts, emails, etc.) ideally 6+ weeks out from event but no later than 3 weeks out from event (*confirmation pending staff availability and timing*)

- Secure appropriate insurance and licenses (e.g., Certificate of Insurance; beer/wine license).
- Coordinate logistics with outside speakers including travel, lodging, AV needs, etc.
- Prepare facility needs (furniture layout, etc.) and Catering requests one-week before your event.
- Create an event agenda or “Run of Show”
- Manage event registration and create attendance lists.
- Determine and secure all needed signage.
- Provide attendance lists to security at least two days prior to your event.
- Recruit volunteers to assist with greeting, registration, ushering, clean up.

**As the event organizer, you are responsible for the set-up and break-down of the event in coordination with the Events Department.**